

YELLOWKNIFE MINOR HOCKEY ASSOCIATION

POSITION DESCRIPTION

Approved: 24 July 2007

POSITION: Scheduler

REPORTING TO: Director, Administration

RESPONSIBLE FOR: Ensuring that all Association events (games, practices, etc) are scheduled in a timely and effective manner.

AUTHORITY: As determined by a decision of the Executive Committee or the Director, Administration.

DUTIES:

- Providing the Program Manager, Community Services Department, City of Yellowknife with the following information by 15 August.
 - List of weekly ice times for each division, each development program and each development team
 - List of practice times for each division
 - Name of each team in each division
- Reviewing the draft schedule to confirm that it is reasonable and appropriate, before final release by 15 September.
- Providing the Program Manager, Community Services Department, City of Yellowknife with the information required to make any adjustments to the schedule, by 15 December.
- Providing the Program Manager, Community Services Department, City of Yellowknife with the number of teams and their names at least three weeks before the first day of any tournament.
- Notify the Program Manager, Community Services Department, City of Yellowknife of any ice that will not be used, at least two weeks before the originally scheduled event.

DESIREABLE ASSETS:

- Commitment to the Association Vision, Mission, Values and Operating Principles
- Ability to meet personal commitments and agreed-upon deadlines
- Working knowledge of Microsoft WORD and EXCEL

TIME COMMITMENT:

- Approximately three hours per week during mid August to end of September
- Approximately 5-10 hours per month during rest of the season